



WisDOT Masterworks Consultant Admin

In summer 2017, WisDOT will be implementing a new e-contracting application called Masterworks for consultant contracting.

Masterworks is a web application and will be used to perform functions related to consultant contracting including; consultant registration, solicitation, NOI response, award and contract development including negotiation. Masterworks development for e-contracting has been a joint effort between the WisDOT Consultant Services Section and the consultant industry for over the last year.

The Administrator role is for the person who controls access to Masterworks within a firm and will control assigning various roles for functions and contracts.

We are requesting a few items of information to begin the process of implementation.

1. **Consultant Administrator** – similar to the CARS administrator at your firm, we need someone to be the Masterworks administrator. Please think about what person(s) you want to control access and roles within the Masterworks application.
2. **Key Staff** – to automate the NOI response process, consultants will have a directory to store key staff. It is our goal to mass load the information you give us. This form → http://bit.ly/MW_Sign_Up allows you to enter in key staff at your firm. You may enter them in one-by-one, or forward this link to your key staff so they may enter it in themselves. In the form you may also identify who the Vendor Administrator will be at your firm.

When you are done entering key staff data, you may email us back at wisdotmasterworks@dot.wi.gov. We can send you a confirmation email providing a summary of all employees that have registered for Masterworks at your firm.

The deadline for filling out the survey is May 12, 2017.

To review our e-contracting efforts to date, please review the e-contracting website → <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/econtract.aspx>.

Training and other information related to the implementation will be posted in the next few months on the Masterworks site → <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/masterworks.aspx>

We appreciate your assistance in helping us with Masterworks and please let us know if you have any questions at wisdotmasterworks@dot.wi.gov.